



Headteacher: Mr M Belfrage

## CLASS TEACHER JOB DESCRIPTION AND PERSON SPECIFICATION

### JOB DESCRIPTION

**Main Purpose of Job and Principal Accountabilities:** see below

#### **(1) Liaison and Co-operation**

The teacher will work in liaison, contact and co-operation with :

- other members of staff
- members of Local Authority support and advisory services
- organisations and networks relevant to the teacher's specialism or subject
- parents, governors and the local community

#### **(2) Policy and Legal Framework**

The teacher will work within the framework of:

- all national legislation
- school policies and guidelines on the curriculum and school organisation
- Local Authority policies, in particular those relating to curricular aims and principles, and to race and gender equality

#### **(3) Tasks and Duties**

The Pay and Conditions Act 1991 lists the duties to be included in all Job Descriptions for teachers in the current School Teachers' Pay and Conditions document. The following statement is intended to incorporate all the duties itemised in Schedule 3 of the Act, and any subsequent statutory instruments made under the Act. The tasks and duties listed in section 3 (i-xii) below are required for all teachers. These may be reviewed at least once a year, usually in the Summer Term.

##### **(i) Planning**

To plan and prepare schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of all the pupils in your class. Differentiated work for individuals and groups, including SEN pupils, is essential.

##### **(ii) Setting and supervising work by pupils**

To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere.

##### **(iii) Marking and recording**

To mark and assess pupils' work and to record their development, progress and attainment, both at school and elsewhere.



#### **(iv) Discipline and relationships**

To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.

#### **(v) Communication with parents**

To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

#### **(vi) The Classroom**

To maintain an attractive and stimulating classroom environment both inside and out and to contribute to displays in the school as a whole.

#### **(vii) Overall policy and review**

To take part in whole-school reviews of policy and aims, and in the revision formulation of guidelines.

#### **(viii) Reports**

To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.

#### **(ix) Review**

To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate.

#### **(x) Professional development**

To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the Headteacher.

#### **(xi) Corporate life**

To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.

#### **(xii) Equality policies**

To help ensure that subject-matter and learning resources reflect national, Local Authority and school policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all the tasks and duties listed in (i) - (xii) above.

#### **(xiii) Safeguarding**

To follow the school's robust safeguarding procedures to promote the welfare of children and young persons for who you are responsible and with whom you come into contact with.



## PERSON SPECIFICATION

- Must hold QTS
- Demonstrate the ability to enable all children in the class to learn through consistently planning and implementing effective lessons
- Demonstrate a commitment to ensure that all pupils in the class make at least good progress and set appropriate targets
- Demonstrate a commitment to working as part of a class and whole school team and be willing to take responsibility for subject areas and leadership roles as they arise
- Have a commitment to supporting the ethos of the school and to following the school policies
- Have a good knowledge of the Health and Safety requirements for the Primary School.
- Demonstrate an understanding of and commitment to providing equality of opportunity for all children
- Be willing to undertake appropriate CPD to enhance good practice and to impact on pupil progress
- Consistently demonstrate a positive attitude
- Demonstrate a good standard of written and oral communication
- Ability to use imagination and initiative to provide stimulating and exciting learning experiences for all children in the class

